



## Find Miscellaneous Payee

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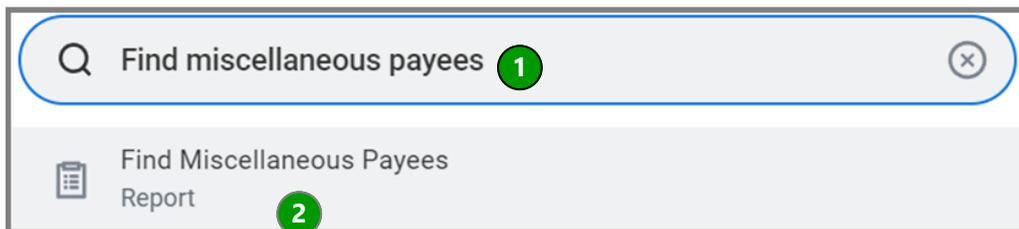
1. Type **Find Miscellaneous Payee** in the Search bar.

The report will display in the search results.

2. Select the report.

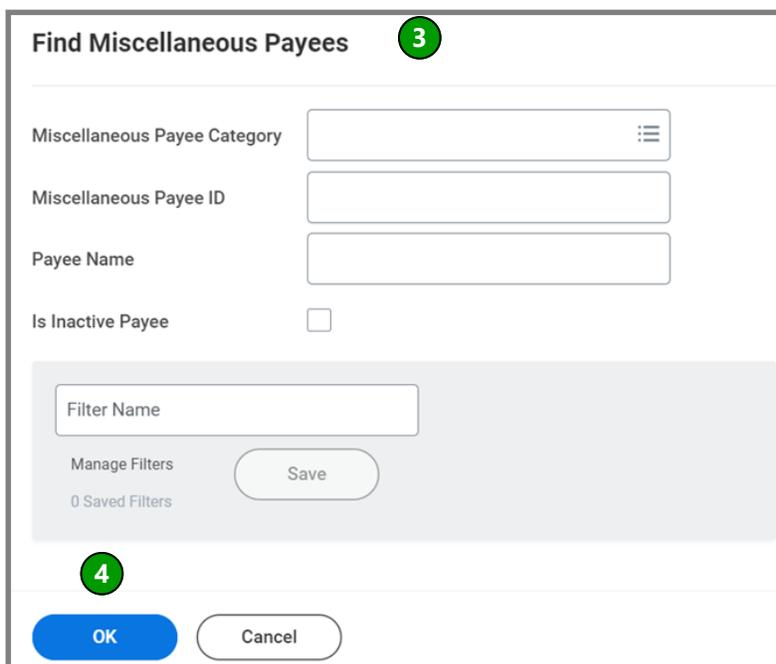
On the **Find Miscellaneous Payee** page:

3. Enter the appropriate information as required.
4. Click **OK** to view report.



Search bar: Find miscellaneous payees 1

Results: Find Miscellaneous Payees Report 2



Find Miscellaneous Payees 3

Miscellaneous Payee Category

Miscellaneous Payee ID

Payee Name

Is Inactive Payee

Filter Name

Manage Filters Save

0 Saved Filters

4

OK Cancel



## Find Miscellaneous Payees-Page 2

### Find Miscellaneous Payee

The **Find Miscellaneous Payee** report will display.

5. Click the desired miscellaneous payee to view payee.

**Note:** Create the **Miscellaneous Payment Request** transaction if desired miscellaneous payee is found. If the desired payee is not found, then follow the steps outlined in the **Create Miscellaneous Payee** transaction to create desired miscellaneous payee.

**Find Miscellaneous Payees** ... 01/10/21

Is Inactive Payee No

Turn on the new tables view

4 items

Misc Payee	5 Payee Name	Miscellaneous Payee ID	Miscellaneous Payee Category	Payee Alternate Names	Single Use Payee	Unpaid Miscellaneous Payment Request Count
Q	Betty Martin	MISCPAYEE-0000000003	<a href="#">Subject Participants</a>		Yes	0
Q	Jenna speck	MISCPAYEE-0000000004	<a href="#">Guest Speaker</a>		No	1
Q	Robert Stevens	MISCPAYEE-0000000005	<a href="#">Guest Speaker</a>		No	1
Q	Test Subject Participant 1 - vp	MISCPAYEE-0000000006	<a href="#">Subject Participants</a>		Yes	0